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21 January 1959

MEMORANDUM FOR:

25X1A

SUBJECT: Proposed DCI directive re: Personnel Savings

1. At Tab A is the draft of subject directive arrived at by members of the Task Force, the Inspector General, the Director of Personnel and the General Counsel. The Inspector General discussed this draft with the DDCI on 21 January 1959.

2. At Tab B is a draft indicating the changes suggested by the DDCI. I have received a note from the Inspector General as follows:

"The changes reflect the DDCI's views. He believes these will avoid any danger of it being interpreted as a RIF, and show the new broadened emphasis of the 'Task Force'. I suggest after it's retyped each of you clear it with your Deputy and I will then walk it through the DDCI to DCI."

3. Please give me your comments as early as possible.

25X1A

Chief, Operational Services
DD/P

Attachments: 2

cc: Inspector General
Director of Personnel
General Counsel

TAB

MEMORANDUM FOR: Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)
Deputy Director (Coordination)

SUBJECT: Personnel Savings

1. It is my desire that the Agency in all of its components make a concerted effort to effect substantial personnel savings within the next 18 months without jeopardizing the Agency's capability to perform its essential functions. While I am primarily concerned with the size of the Headquarters staff the possibilities of effecting savings in other than Headquarters must not be overlooked. As a first step, I request each of you immediately to undertake a survey of all activities under your direction for the purpose of:

- a. Designating activities, functions, projects and procedures in a descending order of priority with the manpower assigned to each, together with recommendations for the curtailment or elimination of any of them.
- b. Identifying those activities, functions, projects or procedures which overlap materially or duplicate

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unnecessarily similar work being performed in another element of your component, in another element of the Agency, or in another element of the Intelligence Community, together with recommendations for corrective action.

c. Re-examining the organizational structure of your component to determine whether at this time you should recommend any changes which would lead to greater efficiency and thus to savings in people.

d. Identifying and taking immediate action on those individuals who may be insufficiently or ineffectively employed, regardless of the essentiality of the tasks with which engaged.

e. Identifying and reporting the names of those individuals who should be eliminated from your component, as a result of a, b, c, or d above, as being of less value and effectiveness, now or in the future, than those who are to be retained.

2. I have previously issued instructions for the elimination of sub-standard employees in my memorandum dated 17 February 1958, subject 'Personnel Selection Out Procedures' (ER 10-603). These instructions remain in full force and effect.

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3. To assist in the effort directed by this memorandum and to keep me informed with respect to the overall problems involved, I am appointing a Manpower Task Force consisting of the following officers:

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DD/P, Chairman

S, Member

, DD/I, Member

The Manpower Task Force will remain constituted until further notice and will:

- a. Individually assist their respective Deputy Directors in the action to be taken under paragraph 1.
- b. Coordinate the effort being made in the offices of the Deputy Directors to the end that effective procedures developed in one component are available for application in another.
- c. Maintain close and continuing liaison with the Director of Personnel and the General Counsel to insure that any recommendations affecting personnel are reported promptly to them.
- d. Identifying to the Deputy Directors any function, activity or procedure which should be re-examined with the objective of effecting savings in personnel.

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4. I request that each of you report to me the results of your survey as outlined in paragraph 1. above, not later than 30 April 1959. My decisions on the results of your surveys will be communicated to you for further action as soon thereafter as possible.

ALLEN W. DULLFS
Director

Copies: DDCI
IG
EO
D/Pers
General Counsel
Members, Manpower
Task Force

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TAB

MEMORANDUM FOR: Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)
Deputy Director (Coordination)

SUBJECT: Program for Greater Efficiency in CIA

1. In order to achieve greater efficiency within the Central Intelligence Agency, which may also result in savings in manpower, it is my desire that all of the components carefully re-examine their missions, functions and procedures. To give impetus to this drive for greater efficiency, I request each Deputy Director immediately to undertake a survey of all activities under his direction for the purpose of:

a. Analyzing activities, functions, projects and procedures with respect to priority and indicating the manpower assigned to each, together with recommendations pertaining thereto.

b. Identifying those activities, functions, projects or procedures which overlap materially or duplicate unnecessarily similar work being performed in another element of the major component, in another element of the Agency, or in another element of the Intelligence

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Community, together with recommendations for corrective action.

c. Re-examining the organizational structure of your component to determine whether at this time you should recommend any changes which would lead to greater efficiency and thus to savings in people.

d. Identifying and taking immediate action on those individuals who may be insufficiently or ineffectively employed, regardless of the essentiality of the tasks with which engaged.

2. I have previously issued instructions for the elimination of sub-standard employees in my memorandum dated 17 February 1958, subject "Personnel Selection Out Procedures" (ER 10-602). These instructions remain in full force and effect, and the Deputies will continue to identify and report the names of those individuals who should be considered for the Selection Out procedures.

3. To assist in the effort directed by this memorandum and to keep me informed with respect to the overall problems involved, I am appointing a Task Force consisting of the following officers:



DD/P, Chairman

S, Member

. DD/I, Member

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The Task Force will remain constituted until further notice and will:

- a. Individually assist their respective Deputy Directors in the action to be taken under paragraph 1.
 - b. Coordinate the effort being made in the offices of the Deputy Directors to the end that effective procedures developed in one component are available for application in another.
 - c. Maintain close and continuing liaison with the Director of Personnel and the General Counsel to insure that any recommendations affecting personnel are reported promptly to these officers
 - d. Identifying to the Deputy Directors any function, procedure or project which should be reviewed or re-examined in order to increase efficiency and thereby effect manpower savings.
4. I request that each Deputy Director make a first report to me of the results of his survey as outlined in paragraph 1. above, not later than 30 April 1959.

ALLEN W. DULLES
Director

Copies: DDCI
IG
EO
D/Pers
General Counsel
Members, Task Force